

Fixed Asset Disposal

<input type="checkbox"/> Sell / Donate / Scrap	<input type="checkbox"/> Trade-In
<input type="checkbox"/> Return to Inventory	<input type="checkbox"/> Lost, Destroyed, or Stolen

FA Reconciliation Technician	Department
Asset Tag #	Asset Identifier
Credit to Acct	Charge to Acct
Description	

Complete for purchase from supplier:

Invoice #	Shipping Authorization #
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Book Value	Scrap Value
Basis	Accumulated Depreciation
Comments	

Complete for trade-in:

Acquired Asset Tag#	Acquired Asset Identifier
FA Accounting Supervisor / FA Lead Accounting Technician Date	

Complete for trade-in, loss, destruction, or theft:

Department Manager / Requester	Date	FA Accounting Supervisor / FA Lead Accounting Technician	Date
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Complete for disposal from Fixed Asset Pool (sale, donation, return to inventory, or scrap):

Department Manager / Requester	Date	FA Accounting Supervisor / FA Lead Accounting Technician	Date
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Department Manager / Requester	Date	Fixed Assets Database Updated By	Date
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